

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	VI Revenues	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	1 - Cash Receipts	REVISION DATE:	July 1, 1993
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DEPOSIT OF REVENUES

Receipt of money from any source related in any form to State funding, is to be deposited through the State Treasury. Receipts are to be deposited on a timely basis. Agencies who receive funds daily should make daily deposits. In addition, receipts in excess of \$10,000 should be deposited immediately. Agencies who receive only nominal amounts, on a sporadic basis, may hold their receipts until they total \$100 before making a deposit. However, all receipts on hand on the last working day of the month must be deposited that day.

ACCEPTABLE FORMS OF PAYMENT

The State will accept the following forms of payment: legal tender, credit card, personal check, money order, bank draft or certified check.

RECORDING CASH RECEIPTS

For non-interface agencies, all cash receipts should be recorded using a WiSMART cash receipt transaction (CR). See Record a Cash Receipt in the WiSMART Procedures Manual for data entry instructions. After an agency employee enters the cash receipt into WiSMART, he/she must route the check, deposit slip (a deposit slip is not required if the deposit is cash), and a copy of the CR header information to Treasury. The required header information may be obtained through a screen print of the CR header or a handwritten copy of the CR input form (for agencies without print capabilities). In both cases, the name and phone number of the agency contact who entered the cash receipt must be recorded on the document in case Treasury must contact the agency. Each cash receipt document may contain only one bank account type and one deposit type. A deposit slip for cash receipts must also be sent to Treasury for non-cash transactions (i.e., wire transfers). Treasury will approve the CR transaction online. Deposits received by Treasury by 2:00 pm will be credited as that day.

Interface agencies will follow the current External Accounting Manual procedure of forwarding a receipt remittance advice, deposit slip, and check to Treasury.

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CASH RECEIPT DOCUMENT ID NUMBERING

The format of a WiSMART cash receipt document ID is as follows:

- CR The two digit transaction type for a cash receipt
- AGY The applicable three digit agency code
- 1-2 The applicable two digit deposit type **

**** Deposit Types**

CH	Cash	CM	Credit Memo
CK	Check	DM	Debit Memo
AC	ACH	RI	Returned Items
WR	Wire	LB	Lock Box
CC	Credit Card		

- 3-6 A four digit document number (numbering scheme specified by the agency)
- 7-11 A five digit number which is automatically assigned by WiSMART when the '#' sign is entered

REQUIRED ACCOUNT CODES

The following account codes are required on all revenue transactions:

- a. Fund
- b. Agency
- c. Appropriation unit
- d. *Revenue Source

*Except when coding an Object Code or Balance Sheet Account

The level of additional accounting string information required to be coded by an agency is dependent on that agency's revenue budget structure. For example, If an agency establishes revenue budgets to the organization level, the agency must code revenue transactions to that level of detail or WiSMART will reject the transaction. All revenue transactions must also be coded in sufficient detail to ensure that GAAP translation is possible. This level of detail differs across agencies. Agency personnel should direct GAAP coding questions to their agency's GAAP accounting personnel.

LOCKBOX CASH RECEIPTS

Treasury receives summary amounts from the bank each day for each lockbox. Treasury creates a daily cash receipt for the total amount of each lockbox receipt. The receipt is recorded in an agency clearing account. When agencies receive the detailed paperwork from the bank, they should use a Journal Voucher Junior to move the revenue from the clearing account to the proper revenue accounts.
